

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department Of Agriculture		9. Position No. K0050850	10. Budget Program Number 046 / 68000		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Chemist II		
3. Division Laboratories			12. Proposed Class Title		
4. Section All	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) <u>Full time</u> <u>Perm.</u> Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM/PM</u> To: 5:00 <u>AM/PM</u>	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Ursula Gage	Chemist III	K0069286

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Ursula Gage	Chemist III	K0069286

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- A) Limited latitude is allowed. A routine order has been established for handling samples along with a schedule of responsibilities and a priority rating of tasks.
- B) Established official methodology exists for analyzing samples.
- C) Assignments other than those listed on the schedule for responsibilities are given orally.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	The tasks of this position are determining the concentration of chemical additives, label guarantees and other analyses of animal feeds, pet foods and fertilizers.
1.....50%	Determines protein, urea and other components in feeds and nitrogen, phosphorous and other components in fertilizers using complex instrumentation, such as the Tecator Kjeltec Analyzer. Analyzes vitamins, sugars, drugs and other additives in feed using advanced methodologies and equipment.
2.....10%	Analyzes selected feed samples for melamine and fertilizer samples for sulfur.
3.....10%	Analyzes selected feed samples using microscopy.
4.....10%	Determines phosphorus in feed and phosphates in fertilizers using the Quimociac method and determines salts in feed samples using the potentiometric method.
5.....5%	Develops, maintains and administers a safety program for all section of the KDA Laboratory.
6.....5%	Responsible for monthly determination of ammonium sulfate recoveries.
7.....5%	Provides assistance in other laboratories when necessary.
8.....5%	Other duties as assigned, including but not limited to, developing new methodologies for the complex analysis for feed and fertilizer samples.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Analyses performed by the incumbent are used in the enforcement of various KDA laws, such as the feeding stuffs laws, fertilizer laws and agricultural liming law. Competence and accuracy are essential for legal action.

Working in a chemical laboratory can be hazardous. An error in judgment could have an adverse effect on the health and welfare of the incumbent and others.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with other department employees and occasionally the public.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

As in any laboratory, there are risks and hazards if safety rules are not observed. When handling acids and bases, certain precautions must be taken. Also, when dealing with pathogenic bacteria, precautions must be taken to prevent injury to oneself or other employees. If safety rules are followed, the hazards and risks are reduced.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily – Tecator Kjeltex Auto Analyzer, combustion analyzer, analytical balances, computer, potentiometer, and pipettes.

Frequently – HPLC, UV/Vis Spectrometer, fat extractor, ovens, and hot plates.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Bachelor's degree in a natural science field and any combination of the following to equal one year: Experience in chemistry and/or education in chemistry.

Education or Training - Special or professional

N/A

License, certificates and registrations

N/A

Special knowledge, skills and abilities

Knowledge of the basic principles and practices of physical and analytical chemistry. Knowledge of chemical laboratory methods, materials, equipment, safety procedures and laboratory computer usage. Knowledge of the operation of laboratory equipment and apparatus. Ability to use and care for laboratory equipment. Verbal skills and ability to prepare scientifically accurate written reports.

Experience - Length in years and kind

N/A

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

A degree in Chemistry is preferred. At least 6 months experience working in a laboratory setting is preferred.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or

Date

Appointing Authority